広報番号: 横須賀基地空席広報 CFAY-1200-03-07(A) Announcement No. 募集締切日: 25 Jan 07 VACANCY ANNOUNCEMENT **Closing Date** 発行日: Amendment (Amended to add "区 常用 Permanent" in block 5.) 5 Jan 07 Date of Issue 1.職種名 Job title (等級 Grade 4__/語学等級 LAD _2_) 募集人数 **4.募集範囲** Area of Consideration No of □ 現 MLC/IHA 従業員(部隊内) Recruitment Current MLC/IHA Employee within Activity Administrative Specialist #9 (管理専門職) ☑ 現 MLC/IHA 従業員(通勤圏内) Acceptable trainee level: 1-3 1名 Current MLC/IHA Employee in commuting distance □ 事務系 □ 技能系 □ 保安系 □ 医療系 図 現 MLC/IHA 従業員(全在日米軍) Administrative Blue Collar Trade Security Medical Current MLC/IHA Employee Japan Wide 2.部隊 Activity Commander Fleet Activities Yokosuka Security Detachment 5.雇用の種類 Type of Employment Administrative Division Vehicle Registration Section \bowtie MLC ☐ IHA ☐ HPT 勤務場所 Working Place: Yokosuka 図常用 Permanent 3.勤務時間 Work Schedule (週 40 時間制 hrww) □ 限定 Limited Term (ヵ月 Months) 勤務日 Work Days: 5 days, Mon - Fri 勤務時間・休憩 Work Hours/Recess Period: 0745 - 1630 (Recess 45 min) ◯ 残業 Overtime □出張 Business Travel □ 夜勤 Night Shift **6.**職務内容 Duties Under the supervision of supervisory administrative specialist of Vehicle Registration Section, performs a variety of administrative and clerical work as follows: Types letters, messages, memoranda and reports. Based on the established motor vehicle/motorcycle registration policies and procedures, processes applications for registration form and issues CFAY stickers to MLC/IHA employees, contractors, taxi drivers, GOJ and JMSDF officials and other eligible personnel, and also processes requests for registration of privately owned vehicles by SOFA personnel. Serves as a central source of information concerning registration-related matter. Performs other related or incidental duties as assigned. 7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical, technical or administrative work experience in any field. If applicant does not have such work experience, completion of 4-year college/university in any field may qualify him/her at 1-4 level. b. Knowledge of policies, regulations and procedures governing administration of vehicle registration. c. Knowledge of customer service concept and practice. d. Skill in operating office automation hardware and software such as Microsoft Windows, Microsoft Office suit (Word, Excel, Access and PowerPoint) and Communications. e. Ability to speak, read and write Japanese language at native language level. f. Ability to speak, read and write English at average proficiency level (LAD-2). *Applicants who does not fully meet the qualification requirements stated above may be considered as a lower grade level as below; 1-3: One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years of technical school or 4-years degree in any field may qualify him/her at 1-3. ** A handicapped applicant may be accepted, depending upon the degree and kind of disability. 英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate □上級 Advanced □特段の能力 学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8 職務状況 8.提出するもの Application and Associated Documents

Working Condition

*② 空席応募用紙 Application for Vacancy Announcement *② 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in □ 日本語で Japanese ② 英語で English □ どちらでも Either □ 運転免許証の写し Copy of Driver's License □ 修了証/証明書の写し Copy of Certificate ② 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) □ 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) □ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy			
9. 応募書類提出先 Office to Submit			
内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。 募集締切日必着。 (HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 O 6 O 0 時より、深夜 O 1 O 0 時まで提出可能です。) Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):			
(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部(非従業員)からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area or Consideration" above shows "Current MLC/IHA employees" only, Off Base applicants will be rated ineligible.			
1. 内部(現 MLC/IHA 従業員) 提出先 Current MLC/IHA Employees must submit to:〒238-0001 神奈川県横須賀市泊町 1 番地、Box 22〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22米海軍横須賀基地日本人雇用課(N132)COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka内線/Extension 243-8152JN Employment Division (N132)			
2. 外部(非従業員)提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA Management Section 電話番号 Phone 046-828-6959 受付時間:月曜―金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.			
10. 事務処理欄 For Official Use			
募集部隊担当者 Activity POC: Matsuda/Ishihara 軍電 (DSN) 243-8148/8143			
PD No.:CFAY-1231-003	PD is accurate and cur	rrent. Certified by Activity: ak 12/26/06	HRO: kw 12/27 yk

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません Submitted applications will not be returned.